

**Michigan Department of Health and Human Services  
Crime Victim Services Commission FY 2015 – 2016**

**VICTIMS OF CRIME ACT (VOCA)  
VOCA CRIME VICTIM ASSISTANCE GRANTS  
CFDA 16.575**

**Frequently Asked Question  
Revised 7/1/2015**

**How do I apply for a VOCA Grant?**

Agencies submit an application through the Egrams-mi website at the following URL:  
<https://egram-mi.com/dch/User/home.aspx>.

**If our agency currently receives VOCA Grant funding can we request more money for the upcoming FY?**

The FY 2015-2016 Notice of Funding Availability provides information to the applicants as to the federal funding available under the VOCA Crime Victim Assistance Grant program. The Department will issue an allocation letter which informs the applicant of the dollar amount of their FY award. Projects providing shelter services to domestic violence victims may not request any funding to support shelter services as funding resources are available. Until further notice, CVSC will not have funds available to support new projects serving domestic violence victims.

**How will these VOCA Grant funds be awarded in Michigan?**

CVSC plans to review proposals submitted to CVSC under the Notice of Funding issued for the FY 10/1/2015 – 9/30/2016. CVSC will notify eligible agencies of the award or denial of VOCA grant application. Refer to the schedule posted in the Notice of Funding. Grantees allocated funding must meet all eligibility and compliance requirements for an award to be issued. A determination is made annually if the VOCA Grant application will be awarded on an allocated or a competitive process.

**What services can be supported under VOCA grants?**

Services under the VOCA Crime Victim Assistance grant program are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing and repairing locks. Refer to the VOCA Guidelines Section I, C for a listing of allowable services.

## **What staff activities are considered “organized fund raising” under the OMB cost principles?**

Organized fund raising includes all efforts to obtain funds to cover capital or operating costs, or to solicit in kind contributions. The test is the purpose of the event, not the amount of funds raised. Examples include: Planning, organizing, coordinating events to raise funds, conducting a financial campaign or endowment drive; soliciting specific gifts or bequests; applying for grants; applying for support from local community foundations, such as United Way. Project staff cannot avoid the limitation on organized fund raising by donating “off duty” time.

## **How will the VOCA grant applications be reviewed?**

In developing a standardized, fair and impartial process of reviewing, evaluating and making funding recommendations for grant applications, the CVSC will include but not be limited to the following areas of consideration: eligibility and priorities established by the federal legislation and program guidelines, special needs of underserved victim populations, priority areas for funding, geographic distribution of funds, crime rates, baseline and capacity of existing victim services, avoidance of duplication of services, ethnic and cultural needs, coordination with other agencies and funding sources, financial, administrative and programmatic capacity and grant compliance of the applicant to provide the necessary services, and any other current CVSC funding priorities. The CVSC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program and statutory requirements.

## **What is the review process for VOCA Grant applications?**

Peer reviewers will be reviewing the applications submitted. CVSC may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications. An external peer reviewer is a subject matter expert (SME) of a given solicitation who is not a current State of Michigan employee. An internal reviewer is a subject matter expert (SME) of a given solicitation who is a current State of Michigan employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, required attachments, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. The CVSC VOCA Program Specialist shall make a funding recommendation on each application. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

### **What is the appeal process if a VOCA Grant application is denied funding during competitive grant years?**

An applicant agency for which the CVSC VOCA Program Specialist recommends no funding shall have the right to appeal for reconsideration by the CVSC Director. The appeal letter should be addressed and sent to:

James McCurtis, Director  
Crime Victims Services Commission  
Capitol View Building  
201 Townsend St.  
PO Box 30195  
Lansing, MI 48909

The signed and dated appeal letter should be scanned as a PDF document and sent to Leslie O'Reilly, VOCA Program Specialist via electronic mail at [OREILLYL@michigan.gov](mailto:OREILLYL@michigan.gov). Questions regarding the appeal letter may be directed to her attention at 517-241-5249.

The right of appeal does not extend to reductions in funding requests.

Agencies submitting appeals must submit a written appeal to the CVSC Director by the deadline set for appeals in the annual Notice of Funding.

Appeals submitted after the deadline will not be heard.

The appeal is limited to disagreement with the reasons for which the denial of funding was made, and/or the provision of new information. New information must be something not available at the time of application. Information that was required that could have been provided but was not at time of application is insufficient reason for an appeal.

The CVSC Director may impose such time limits during discussion on appeals as s/he deems necessary.

### **What is the difference between the Egrams-mi Portal and the Egrams-mi grant websites?**

The egrams-mi Portal contains the Agency Profile which displays the agency level information (Federal ID, DUNS #, Agency Address, etc.). The Portal also includes a Tab for the agency level documents to be uploaded (501 ( c) 3, Articles of Incorporation, Single or Financial Statement Audit, Civil Rights and ADA related documents, etc.). The Portal is also used to manage personal User Profiles.

The egrams-mi grant website is the site in which the application/agreement lives. Financial Status Reports (FSR), Quarterly Progress Reports, Obligation and the FYE Reports are also submitted in the egrams-mi grant website.

**Can roles be changed during the application phase?**

Roles can be changed, however, only the Project Director has the security level to manage roles of those who currently have a User Profile in egrams-mi.

**Can there be more than one Project Director on the system?**

Yes, but this is not allowed. If an agency has more than one Project Director the system will choose which to send information to and ignore the other. This cannot not be changed manually and will cause problems. Only one Project Director can be shown on the application.

**Am I required to submit an amendment when the contact information for Project Officials (Authorized Official, Financial Officer, and Project Director) has changed or if Project Officials have changed?**

Yes, an amendment is needed to update the contact information displayed in the Facesheet of the grant. Both the User Profile and grant will need to be updated if the contact information has changed. The replacement Project Official will need to create a User Profile before the changes can be made to the grant.

**How do I change the Financial Officer or Project Director in Egrams-mi?**

The new user will need to create a user account in the egrams-mi portal <https://egramsmi.com/portal/user/home.aspx>. They will need to select the agency at one point during this process, please make sure that the correct agency is selected.

The current Project Director must then assign the new user to your agency and designate them as the Financial Officer or Project Director.

The User Profile for the current Financial Officer or Project Director will need to be deactivated after the new user has been activated. If the Project Director is changing this is incredibly important. If the current Project Director is deactivated before the new one is activated you will not be able to activate the new one.

Once the new Financial Officer or Project Director has an account an amendment must be submitted to officially change the Financial Officer to the new individual.

Send an email to [MDCH-CVSC-VOCA-Grants@michigan.gov](mailto:MDCH-CVSC-VOCA-Grants@michigan.gov) requesting an amendment. Explain why you need the amendment including when the original Financial Officer is leaving and when the new Financial Officer will start.

Important note: The Authorized Official cannot be the Financial Officer or the Project Director. Different individuals must be assigned to each role.

## **How do I change the Authorizing Official in Egrams-mi?**

The new Authorized Official will need to create a user account in the egrams-mi portal <https://egram-mi.com/portal/user/home.aspx>. They will need to select the agency at one point during this process, please make sure that the correct agency is selected.

The Project Director must then assign the new Authorized Official to your agency and designate them as the Authorized Official. Please have them remove the original Authorized Official at the same time.

Once the new Authorized Official has an account an amendment must be submitted to officially change the Authorized Official to the new individual.

We will need a Delegation/Signature letter. This letter needs to be on company letter head or a copy of the board meeting minutes. You can send a signed copy of the letter via email or mail, this will also need to be uploaded to the egrams-mi portal. We would prefer an email with a scanned copy of the letter attached. The new Authorized Official cannot sign the letter. The letter needs to be signed by the previous Authorized Official or the Board of Directors.

Sample letter: This is to confirm (Name) is authorized to serve as an Authorized Official and as such is able to submit and sign agreements with Michigan Department of Community Health on behalf of (Agency Name).

Send an email to [MDCH-CVSC-VOCA-Grants@michigan.gov](mailto:MDCH-CVSC-VOCA-Grants@michigan.gov) requesting an amendment. Explain why you need the amendment including when the original Authorized Official is leaving and when the new Authorized Official will start.

Important note:

The Authorized Official cannot be the Financial Officer or the Project Director. Different individuals must be assigned to each role.

## **When reporting changes in grant funded staff on egrams-mi who takes place of the existing persons listed on the grant, do I have to submit an amendment?**

Yes, an amendment to an approved agreement or a modification to a pending application is necessary. Staff changes should be reported to CVSC within one month of the change.

## **Our agency is requesting funding for a new or currently vacant position. What should I enter for the staff person name? What should I do about the resume requirement?**

Your agency can enter "New Hire" in lieu of a staff member's name. Your agency can upload only the Position Description instead of uploading the Resume with the Position Description. Information on your new staff person will need to be updated during the application modification phase or by an amendment if your application is approved for funding.

**What are we required to do regarding the Financial Capability Questionnaire OJP form 7120/1?**

This grant application requires that the Financial Capability Questionnaire be signed by someone with the expertise to attest to your agency's internal control structure. If your agency does not have an audit for upload, an independent auditor must complete and sign the OJP Financial Capability Questionnaire. This form can be found at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>

**What is the difference between the Financial Capability Questionnaire OJP form 7120/1 and the Fiscal Review Questionnaire?**

The federal government requires that applicants complete the OJP form referenced above and the Department requires that you complete the Fiscal Review Questionnaire.

**Are Native American Tribes required to submit 501 (c) (3) documentation?**

No. Native American Tribe agencies are exempt from this requirement.

**Is there a system time-out time limit for egrams-mi? Will my information automatically be saved if I do time-out?**

The system time-out is set for 20 minutes. Any information that has been entered but not saved previous to the time-out will be lost. It is a good idea to save the information periodically that you have entered on each screen to prevent this from happening.

**Does the EEOP Certification Form that is uploaded to the egrams-mi Portal have to be signed? Does a hard copy also have to be sent to CVSC?**

Each year you are required to sign the Certification Form and upload the signed form. The original signed document must be maintained with agency grant records.

**If our agency is exempt from providing an EEOP Plan, should we upload anything to the Egrams-mi Portal?**

This is a required upload only if having an EEOP plan is applicable to your agency.

**When a new member is added by the Project Director, can we use the same log-in information?**

To maintain effective Internal Control, egrams-mi is designed so that each person will have their own unique user name, password, and email address. Each person will create their own User Profile and the Project Director will assign them to the agency and give them a specific role.

**Can the Authorized Official, Project Director, or the Financial Officer be the same person?**

No. Agencies must maintain effective internal control over the grant funds and assign different staff to these roles.

**Can the Authorized Official, Project Director, or the Financial Officer be the same person as the Civil Rights Contact?**

Yes.

**Does the signed application have to be sent to CVSC using regular mail?**

No. Submission of the application is done electronically on Egrams-mi. All required attachments should be uploaded to either Egrams-mi or the Egrams-mi Portal for your application to be considered complete.

**How can I tell what stage my application is in?**

Login to Egrams-mi and for the three levels of search: Level 1 Grantee->Level 2 Grant Application->Level 3 Enter Grant application then click GO. Once at the Enter Grant Application screen select the program for the year that you would like to check the status for and ensure that your agency's name is displayed then click GO. It will list the current status of your application under Stage/Status.

**Will I be notified once my application has been approved? How?**

Yes. An email notification will be sent to the Project Director letting them know that the contract is ready to be signed by the Authorized Official.

**How does the Authorized Official sign the agreement?**

The application will have to be approved by multiple departments within the State of Michigan before it can be signed. When it has been approved by each department an email will be sent to the Project Director to let your agency know that the contract is ready to be signed.

The agency's Authorized Official must log into MI E-Grants (<http://egrams-mi.com/dch>).

Sign the Agreement using the drop down menu's "Grantee>Project Director>Application Status" and click on "Go".

Select the Grant Program CVS-2015 / VOCA Crime Victim Assistance- 2015 using the 'Lookup' icon and click the 'Find' button located at the bottom of the screen.

To retrieve the agreement, the Authorized Official clicks on the 'View Contract' button. The system generates a PDF document of the agreement that can be reviewed, saved and/or printed.

To sign the agreement, the Authorized Official clicks on the "Sign Contract" button.

**When the agreement documents are issued, how do we get them?**

Log into MI E-Grants (<http://egrams-mi.com/dch>).

Find the Agreement using the drop down menu's "Grantee>Project Director>Application Status" and click on "Go".

Select the Grant Program CVS-2015 / VOCA Crime Victim Assistance- 2015 using the 'Lookup' icon and click the 'Find' button located at the bottom of the screen.

To retrieve the agreement, click on the 'View Contract' button. The system generates a PDF document of the agreement that can be reviewed, saved and/or printed.

**If I have several people (interns) entering data for reports, do I have to delete the user every year and add new users?**

The system will not allow for deletion of users, but does allow the Project Director role to deactivate a User Profile and re-activate as necessary. New members can always be added by the creating a User Profile in Egrams-mi (be sure to select the correct agency when creating the profile). The Project Director will then login and activate the new user and give them a role.

**Does the grant system copy information from the current year to the new year application?**

Your agency will be able to choose which tabs to copy from the previous year. Appropriate changes to the text, budget, and project periods are necessary. For example, the number of victims served will be different for each year as well as some of the project details, budget, and budget narratives. Questions may be modified from year to year, and applicants are cautioned to review their responses for accuracy and completeness prior to submission of this application. The system will copy your agency's most recently approved version of the current year grant.

**When I tried to add the Financial Officer to the Contact Information section, their name was not on the drop down list, why?**

This probably means that they have not created a User Profile or that their User Profile has not been activated by the Project Director role. If the User Profile has been created and the profile has been activated and name is still not displayed in the drop down list please contact the help desk at 517-373-1207.

**As a non-profit agency, we do not have a Sales Tax ID#, what should we enter here?**

You will not need to enter anything in that field.

**Our agency is exempt from having a Solicitation Registration Number, but it is a required field on the Organization Details screen. What do we enter?**

You will not need to enter anything in that field.



**What is a State MECS ID number?**

This is the account in which unemployment funds are placed. This is for agencies who pay into the unemployment system throughout the year.

If your agency does not pay into the unemployment system during the fiscal year, and will only reimburse the unemployment system when an employee is laid off, then this field does not apply to you.

**Do the Letters of Support need to be current and signed?**

Yes, the Letters must be signed and dated and include contact information for the person signing the letter. The letter should be on letterhead then scanned and uploaded to the application under the Miscellaneous tab. Letters of support must be current. Two of the three support letters must be from criminal justice officials (law enforcement, police, prosecutors or court officials), and one may be from another community service agency. Tribal programs may include support letters from tribal, federal, state or local officials as appropriate.

**To whom should letters of support be addressed?**

Letters of support should be addressed to:

Leslie O'Reilly, VOCA Program Specialist  
Crime Victims Services Commission  
Capitol View Building  
201 Townsend St.  
PO Box 30195  
Lansing, MI 48909

**What types of files are allowed for upload? What is the maximum size document that can be uploaded?**

The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as \_%/@. The maximum size of an upload may be up to 8MB.

**Can we assign individual access to specific documents? For example, if I wanted the Financial Officer to have access to edit the budget section only, can I assign them the access to do so?**

Yes, the Project Director role can change the permissions for each User Profile in Egrams-mi. The Project Director role should refer to the Egrams-mi Project Director Manual.

**Are the Guidelines included on egrams-mi application?**

No. The Guidelines are listed on our website. <http://michigan.gov/crimevictims>

**In the Jurisdiction section of the application, is there a “Statewide” option for applicant counties?**

No, egrams-mi does not have a checkbox for statewide projects. Each applicable box will need to be checked.

**On Source of Funding for FY 10/1/2015 – 9/30/2016, our agency has pending applications or plans to submit applications for funding for the upcoming FY 10/1/2015 – 9/30/2016 but we do not know if we will be awarded those funds. How should our agency handle this issue on the form? Should we enter the pending applications and/or proposed applications or simply leave the fields blank?**

Your agency should enter all known sources, pending or otherwise, and enter the amount for all sources of funding relative to victim services for the upcoming FY. Your agency will be asked to finalize the Source of Funding form through the application modification phase sometime prior to or during the upcoming FY, which will allow you to modify funding sources to reflect awards.

**Regarding the LEP plan upload requirements, Self-Assessment Review, Four Factor Analysis and Limited English Proficiency Plan, does this apply to all applicants or only new ones?**

These requirements apply to all applicants.

**Is food an allowable cost? What if I am hosting an all-day training session? Can I purchase food to serve to training participants?**

Food purchases are not an allowable cost. Federal regulations do not allow food purchases, whether for trainings or other purposes. This should not be confused with meal costs for grant staff attending a funded staff development training session, which are allowable.

**What rate should be used for Volunteer hours? Is there a standard Volunteer hourly rate?**

Agencies should determine their Volunteer hourly rate based on what it would cost to pay a staff member to perform those position duties in their local community labor market. Volunteer hourly rates cannot exceed staff hourly rates for federal/match staff within this grant.

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.

**I am not sure what my answers should be for questions on the Federal Civil Rights Compliance form. I have reviewed the links provided, but I am not sure whether the regulations apply to my agency. What should I do?**

Your agency may need to refer to your legal counsel to determine how the specific regulations in question apply to your program.

**I am experiencing technical difficulties with the Egrams-mi system (automatic calculations not calculating properly, errors on issues that have already been resolved, etc.). What should I do?**

For any technical issue with the egrams-mi system, please contact the Grants Help Desk at 517-373-1207.